

Standardization of Use for Canvas

Canvas Standards of Use for Secondary Teachers

- All courses will use the syllabus as a true syllabus page.
- The Home Page will be the student landing page for the course. Teachers will create a page for their home page and set it as the course landing page. The content of this will be at the teacher discretion. Suggestions for the home page are to include introduction to teacher, how to contact teacher, textbook information, etc.
- Teachers will place the weekly agenda as a Calendar Event for the course on Sunday for the upcoming week.
- The name of the weekly calendar event must be the Course Name followed by Agenda.
Example: English 9 Agenda.
- The Calendar Event should include this table which may be update as often as the teacher needs to update.

Date	Agenda	Assignment
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

- Students will get a notification each time a change is made to the calendar event.
- Teachers should encourage students to use Canvas Calendar to add their own events to their personal calendar in place of the visa/student handbook.
- eLearning Day will be treated like any other day. The eLearning agenda and assignments should be placed on the table.

Other Standardizations:

- Assignments created in Canvas must have due dates so they appear on the calendar and other areas for students.
- Assignments created in Canvas with due dates must also appear on the Sunday agenda table.
- Teachers have the discretion of using the calendar as they see fit beyond these standards of use.

Canvas Standards of Use for Elementary Teachers

Elementary Primary K-2

- Standardize landing page for everyone and will be downloaded from Commons.
- All courses are unpublished except for the WHS course.
- WHS course name should :
 - Salutation + Last Name of Teacher + school year
 - Mrs. Jones 2015-2016
 - Specials: PE Mrs. Jones 2015-2016 [home teacher not specials teacher]
 - Learning Center: School LC 2015-2016
 - Special Needs: School Special Needs 2015-2016
- Navigation panel for students should have minimal options.
- A calendar event in the WHS course must be created each day and placed on the calendar. The calendar event should answer what we did today in class and if there is any homework. Details are at the discretion of the teacher.

Elementary Grades 3-5

- Course landing page will be the main course page. Teacher can include: Introduction to course, textbook and/or link, link to teacher website, etc.
- Students would have a course for each subject
- Navigation panel for students should have minimal options
- Teacher will need to add a calendar event to replace their Assignment Notebook each day **including** eLearning days. A table will be used for the event to simulate the assignment notebook, a standard sample will be provided.
- The calendar event should have “assignments” as part of the event title.
- Two options for assignment calendar event:
 - Placed in the WHS with the table as shown below
 - Placed in each individual course as its own event based on that subject
- Example Calendar Event: [this table is available in Commons as a download]

Subject	Assignment
Reading	
Language Arts	
Math	
Science	
Social Studies	

eLearning Day

- One day = one module for K-2.
- Teachers will build a sequence of activities using the Module function.
- Teachers may place activities in sequential order to help with structure of the day.
- A general communication to parents that all eLearning assignments have a five day grace period.
- Calendar event should be placed like any other day. A link to the module should be included in the event at a minimum.